

SAM—PUBLICATIONS AND DOCUMENTS

CHAPTER 3100 INDEX

This chapter reviews the Library Distribution Act and the requirement of agencies to make their publications available to the public.

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CONVERSION TABLE

(Section Number Revisions)

<u>Old Number</u>	<u>New Number</u>
None	3100
None	3101
3120	3120
3121.1	3121
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3121.3	3123
3122.1	3124
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3151	None
3160	3160
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GENERAL POLICY (New 2/93)

3100

It is the policy of the State to make copies of an agency's documents and publications available to the public. The Library Distribution Act was passed to facilitate this process. This Section of SAM describes the Act and the policies and procedures of distributing Agency publications to the public.

TERMS AND DEFINITIONS (New 2/93)

3101

DGS. The Department of General Services.

Complete Depository Libraries. The libraries listed in Table 1 of the Appendix.

Exclusive use documents. Documents that are used only by one group or agency.

Publication. Anything made in multiple copies. See Government Code Section 14902.

Selective Depository Libraries. Libraries other than the Complete Depository Libraries, which have requested to receive publications from your agency.

LIBRARY DISTRIBUTION ACT (Revised 2/93)

3120

The Library Distribution Act set up a means of sending copies of agency publications to libraries. The purpose of this Act is to make State publications available to the public. All agencies must help make their publications available through this program. See Government Code Sections 14900–14911.

DEFINED STANDARDS

3121

(Revised & Renumbered from 3121.1 2/93)

The guidelines in this Section have been set up to help you determine if your publications fall under the Library Distribution Act. These same guidelines can help your agency's Publications Representative develop policies that will aid understanding of the requirements of the Library Distribution Act. These guidelines will also help your Publications Representative establish publications procedures.

All Agency publications fall under the Library Distribution Act, except for:

1. Publications that are specifically excused by law.
2. Publications that are specifically excused elsewhere in SAM.
3. All forms.
4. Letters.
5. Memorandums.
6. Exclusive use documents.
7. Legally restricted items.
8. Organizational and procedural manuals.
9. Publications for use only within the State administration.

You may choose to have some of your publications be issued under the Library Distribution Act, that otherwise would not. The types of publications that you may so designate, include:

1. Local interest circulars and publications.
2. Specialized publications of primary use to a select group.
3. Reports on minor reorganizations and policy changes dealing with State administration.
4. Market reports and weeklies that are tied to critical dates.

Typical publications that fall under the Library Distribution Act include publications:

1. That are of lasting interest and use to the public.
2. That are of general interest.
3. That are of interest only to a few people that are spread over a wide geographic area.
4. That are of interest only to a few people, but when the State is the only source of the information and the information can be used for other purposes.
5. That are a group of periodicals compiled once a year. These periodicals would otherwise not qualify, but because of their calendar nature, their content becomes important.

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STANDARDS CERTIFICATION AND ASSISTANCE (Revised & Renumbered from 3121.2 2/93) 3122

If you need help understanding which publications fall under the Library Distribution Act, call the Government Publications Section of the State Library. They will also review and approve your Library Distribution Act policy guidelines and any proposed changes to your approved guidelines.

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A COPY OF ALL PUBLICATIONS MUST BE SENT TO THE STATE LIBRARY

3123

(Revised & Renumbered from 3121.3 2/93)

Send one copy of your publications that do not fall under the Library Distribution Act or that are otherwise excluded by SAM Section 3121 to the State Library, Government Publications Section. This is because the State Library is expected to store all State documents and lend them to other public libraries. The State Library also must make all State publications of note available to State employees.

DISTRIBUTION OF PUBLICATIONS PRODUCED BY THE STATE PRINTING PLANT

3124

(Revised & Renumbered from 3122.1 2/93)

The Office of State Printing (OSP) will distribute all Library Distribution Act materials that it prints. OSP will send this material to:

1. All Complete Depository Libraries.
2. All Selective Depository Libraries.
3. The State Archivist.
4. The Library of Congress.
5. The Council of State Governments.

The cost of your agency's printing includes the cost for these extra copies. You are charged an extra flat amount for their handling and mailing.

Your organization may want to distribute its own publications that are printed by the Office of State Printing. If so, the director of your department, board, or commission must first send a request to the State Printer.

DISTRIBUTION OF PUBLICATIONS PRODUCED BY COPYING

3125

(Revised & Renumbered from 3122.2 2/93)

Each agency, except the University of California, must distribute publications that it produces or are produced for the agency by the central copying service. You must prepare 100 extra copies and distribute them as follows:

1. Three copies to: The State Library, Government Publications Section. (Only two copies of periodicals and annual reports need to be sent.) These copies are needed right away so that the State Library can prepare its monthly list of new State publications without delay.
2. One copy to: the other Complete Depository Libraries listed in Table 1 of this Chapter's Tables Appendix.
3. One copy to: each Selective Depository Library that asks for the publication. Your agency must keep a mailing list of all interested Selective Depository Libraries and other interested parties.
4. Two copies to: the State Archivist.
5. Two copies to: the Exchange and Gift Division, Monthly Checklist Section, Library of Congress, Washington, D.C. 20540.
6. One copy to: the Research Librarian, Council of State Governments, Iron Works Pike, Lexington, Kentucky 40505.
7. Copies to any other libraries that request them, until you exhaust the supply of copies.

If you get more requests for copies than you can supply, you should make sure that the Selective Depository Libraries receive their copies first. If you have extra copies left over, you must keep them on hand for one year.

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DISTRIBUTION OF PUBLICATIONS PRODUCED UNDER CONTRACT

3126

(Revised & Renumbered from 3122.3 2/93)

When your agency awards a contract for any publications that fall under the Library Distribution Act, you must have that contractor print and distribute the extra 100 copies described above in SAM Section 3125. The extra 100 copies should be part of the original printing contract.

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PUBLICATIONS REPRESENTATIVES (Revised & Renumbered from 3123 2/93)

3130

Each department, board or commission must assign one person as its "Publications Representative." Each December 1st, your organization must send the name, mailing address and telephone number of your Publications Representative to the following:

1. The Documents and Publications Unit of the Department of General Service's Office of Procurement.
2. The Librarian at the Government Publications Section of the State Library.

If you are your Department's Publications Representative, you must set up and use procedures that comply with the Library Distribution Act. Each of your published documents must state how to get a copy of the document. This includes having on each document the name, mailing address, and telephone number of the agency that distributes the document. You should try and place this information on the front or back of the title page.

If your publication is to be distributed according to the Library Distribution Act, you must indicate this on either the Printing Requisition–Invoice, STD. 67, or on the Reproduction Order, STD. 51.

COORDINATION BETWEEN DEPARTMENTS (Revised & Renumbered from 3124 2/93)

3140

The State Library's Government Publications Section is responsible for coordinating the distribution of printed and processed State publications. It also prepares monthly lists of new State publications.

This Government Publications Section also helps your agency Publications Representative understand the rules and answer questions about the operation of a library distribution system. It is not always easy to decide if a publication should be distributed or not. This is especially true in the case of similar publications issued by different agencies. If you have questions, you are encouraged to call the State Library.

ANNUAL CORRECTION**3151**

(Reviewed 9/04)

Section 14911 of the Government Code requires you to check and correct your mailing lists each year. You must do this to every mailing list and to all people on your mailing lists. The only exception is for those lists that are made up for distribution of a publication that has been specifically defined by a different law. You must carefully review each case where a name on a mailing list is at the request of the person or organization that receives the publication. This Section of the Government Code does not apply to depository libraries.

You must use the same method to check your mailing lists that you use to send your publications to State agencies and officials, even if you do not use the U.S. mail to send the publications.

Each agency must provide its own forms and procedures to comply with the Government Code. A sample post card design that you can use to check your mailing lists is shown in the Appendix at the end of this SAM Chapter. When designing your own forms and publications, you must comply with the following rules.

1. The publication must contain a notice to the Postmaster that return and forwarding postage is guaranteed.
2. The publication must contain within it a separate verification card. You should bind the card with the publication by use of a tear-off stub. Since cards that are printed as part of a page are often overlooked, do not use this method. Due to the high cost of postage, do not separately mail individual cards.
3. The verification card must state that the mailing list will be purged once a year as required by state law. The card must also have a place for the person to place a stamp when returning the card. This will help ensure that only those really interested in receiving the publication will stay on the mailing list.

FREE DISTRIBUTION OF PUBLICATIONS

3161

(Revised 2/93)

Even if the Department of General Services Publications Section is selling your publications for your agency, you may give out the following types of documents, directly and for free for any of the following reasons:

1. You are distributing copies as required by the Library Distribution Act. See SAM Sections 3120 and 3121.
2. You are giving the copies to other government agencies.
3. The copies are part of a package for which a license fee or other fee has already been paid.
4. You are giving the copies to the public, and the publication was designed and published to promote compliance with State laws.
5. The publication provides information on issues of general statewide importance.
6. The publication provides answers to recurring questions at less cost than by repetitive specific correspondence.

Even though many publications may qualify for free distribution, you must try to keep a good balance between cost and benefits for all free distributions.

The DGS Office of Procurement, Publications Section, cannot give away publications free. It must sell all publications in order to recover its distribution and printing costs.

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STATE OF CALIFORNIA PUBLICATIONS CONSIGNMENT REQUEST & AGREEMENT <small>COMBINED FORM 3-88</small>	Complete Part I and Part II of this form in duplicate and forward to Publications Section, P.O. Box 1015, North Highlands, CA 95660, Attn: Forms and Publications Manager. NOTE: Your publication will not be accepted without a consignment agreement on file with the Publications Section.	DEPARTMENT OF GENERAL SERVICES OFFICE OF PROCUREMENT
PART I		NUMBER DATE EXPIRATION DATE
TITLE OF PUBLICATIONS		NUMBER OF PAGES OVERALL DIMENSIONS
PUBLISHING AGENCY AND DIVISION		
NUMBER OF COPIES TO BE FORWARDED TO CORRESPONDENCE (each), NOT TO EXCEED ESTIMATED ANNUAL SALES		ESTIMATED DATE WHEN CATALOG WILL BE AVAILABLE FOR CONSIGNMENT
DURATION OF PLANNED PUBLICATION <input type="checkbox"/> CONTINUING - WILL BE REPRINTED UNDER SAME TITLE <input type="checkbox"/> ONE-TIME - WILL NOT BE REPRINTED; CATALOG STOCK IS EXHAUSTED		
STOCK REPLENISHMENT <input type="checkbox"/> TOTAL PRINTING TO BE STORED BY PUBLICATIONS SECTION, EXCEPT SMALL QUANTITY FOR OFFICE USE <input type="checkbox"/> BASIC STOCK TO BE MAINTAINED BY PUBLISHING AGENCY FROM WHICH CONSIGNMENT STOCK WILL BE REPRINTED		
IF MORE THAN 5% OF THIS PUBLICATION IS DISTRIBUTED BY THE PUBLISHING AGENCY AT NO CHARGE, EXPLAIN FREE DISTRIBUTION PROGRAM IN PART II ESTIMATED ANNUAL SALES NUMBER OF COPIES EACH CURRENT STOCK ON HAND (each)		
SPECIAL REQUIREMENTS <input type="checkbox"/> SINGLE COPY <input type="checkbox"/> MULTIPLE COPIES (5-25) <input type="checkbox"/> BULK QUANTITY (25-100)		
REFUND AGREEMENT AMOUNT PER COPY WHICH MUST BE RECOVERED BY PUBLISHING AGENCY - \$ _____ EACH NOTE: AMOUNT OF REFUND WILL BE THE AMOUNT PER COPY WHICH MUST BE RECOVERED FOR THE PUBLISHING AGENCY IN THE PUBLICATIONS SECTION DISTRIBUTION COSTS		
PERSON TO CONTACT REGARDING THIS PUBLICATION NAME ADDRESS PHONE NUMBER		
SHIPPING AND PACKAGING INSTRUCTIONS: A packing slip furnished by Publications Section must be included in the shipment, indicating item description, quantity, item code number and Publications Section number when shipped to Publications Section, 7675 West Avenue, North Highlands, CA 95660. NO shipment will be accepted without a written order from Publications Section. All shipments must be marked with item code, description and quantity.		
PART II - ADDITIONAL COMMENTS AND INFORMATION - PUBLISHING AGENCY		

(Continued)

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(Continued)

PART III — DO NOT WRITE IN THIS SPACE			
DISTRIBUTION COSTS			
POSTAGE OR SHIPPING COST PER UNIT	\$	AGENCY REIMBURSEMENT	\$
PACKING WORK UNIT'S COST PER UNIT	\$	DISTRIBUTION COSTS	\$
MANAGEMENT COSTS (STORAGE, ORDER PROCESSING, ETC.) COST PER UNIT	\$	TOTAL STAFF	\$
TOTAL DISTRIBUTION COSTS PER UNIT	\$	SALES TAX	\$
		TOTAL RETAIL SELLING PRICE (EACH)	\$
		ROUNDED TO NEAREST .05 (EACH)	\$

CONSIGNMENT TERMS AND CONDITIONS

A minimum quantity not to exceed the estimated annual sales of this publication will be accepted by Publications Section on consignment for sale at the retail price shown above. The publishing agency will be reimbursed \$ _____ for each copy sold. In consigning this publication to the Publications Section for sale, the publishing agency understands that reprinting of this publication or response to any public inquiry regarding the status, intent or proper interpretation of the contents of this publication are the sole responsibility of the publishing agency. The agency further agrees to coordinate any price lists, press releases, bulletins or other material concerning the ordering or sale of this publication with Publications Section, and if this is a continuing publication to make readily available additional copies of this publication for replenishment of consignment stocks until such time as the publication is discontinued or this agreement is terminated. This agreement may be terminated by either the publishing agency or the Publications Section on 30 days notice. Consignment agreements will be renewed every 12 months and renewed if conditions in Part II warrant a change in distribution costs. Removal or return of a portion of stock on hand of the publication if sales have been substantially reduced in the past 12 months.

PART IV	
QUANTITY ON HAND	ISSUED IN LAST 12 MONTHS

NOTE: AFTER STOCK IS CONSIGNED AND RECEIVED AT GENERAL SERVICE, PUBLICATIONS SECTION, AGENCY WILL BE ALLOWED TO HAVE STOCK RETURNED ONLY ONCE DURING A 180 DAY PERIOD. ADDITIONAL REQUEST(S) MUST BE SUBMITTED ON A STANDARD 116 SUPPLY ORDER FORM, RESULTING IN THE ISSUANCE OF AN INVOICE AT THE RETAIL SELLING PRICE.

If the retail price, terms and conditions of Part III and Part IV above are acceptable, sign and return two (2) copies of this agreement to the Publications Section.

NAME	FOR PUBLICATIONS SECTION	NAME	FOR THE PUBLISHING AGENCY
TITLE		TITLE	
DATE		DATE	

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tear off stub

(Address Side of Card)

Place
Postage
Stamp
Here

DEPARTMENT NAME
STREET ADDRESS
CITY, STATE ZIP CODE

(Over)

(Message Side of Card)

You, name and our mailing list to receive (Name of publication). If you wish to continue to receive this publication, please sign this card, place a stamp on the reverse side and mail immediately. If this card is not returned by (specify date), your name will be removed from our list. This notice is required as a rule by Government Code Section 14911.

Please correct above address if incorrect.
Please be sure to indicate zip code.

Correct Address _____

Signature _____

tear off stub

**** CALIFORNIA STATE DOCUMENT DEPOSITORY LIBRARIES ****

Under the provisions of the Library Distribution Act (Government Code sections 14905, 14906, and 14907), the libraries listed below have contracted with the Department of General Services to serve as complete or selective depositories. They agree to provide adequate facilities for the shelving and use of the publications deposited with them, render reasonable service without charge to qualified patrons, and retain all publications received until authorized to dispose of them.

There are 138 depository libraries: 16 complete depositories and 122 selective depositories.

Complete Depository Libraries

One copy of each state publication as defined in Government Code section 14902 must be placed on deposit with each complete depository. In addition, provisions of the State Administrative Manual authorize those libraries marked with an asterisk in the list below to receive the number of copies recorded after the entry.

1. California State Archives, 1020 O Street, Sacramento, CA 95814 **California State Archives to receive two copies of both monographs and serials.**
2. California State Library, Government Publications Section, P.O. Box 942837, Sacramento, CA 94237-0001 (IMS: 914 Capitol Mall, E-29) **California State Library to receive three copies of monographs and two copies of annual reports and periodicals.**
3. California State University, Chico, Merriam Library, Government Publications Dept., Chico, CA 95929-0295
4. Council of State Governments, P.O. Box 11910, Lexington, KY, 40578-1910 **Council of State Governments to receive one copy.**
5. Fresno County Free Library, Government Publications, 2420 Mariposa St., Fresno, CA 93721-2285
6. Library of Congress, Anglo-American Acquisition Division, Government Documents Section, 101 Independence Ave S.E., Washington, D.C., 20540-4172 **Library of Congress to receive two copies of monographs and serials.**
7. Los Angeles Public Library, Serials Division, 630 W. Fifth St., Los Angeles, CA 90071-2002
8. San Diego Public Library, Science and Industry Department, 820 E St., San Diego, CA 92101-6478
9. San Diego State University, Malcolm A. Love Library, Government Publications & Maps Division, 5500 Campanile Drive, San Diego, CA 92182-8050
10. San Francisco Public Library, Government Information Center, 100 Larkin St., San Francisco, CA 94102
11. Green Library, Receiving, Stanford University Libraries, 557 Escondido Mall, Stanford, CA 94035
12. University of California, Berkeley, Government Documents Technical Services, 250 Moffitt Library, Berkeley, CA 94720-6000
13. University of California, Davis, Shields Library, Government Information and Maps Department, Davis, CA 95616-5224
14. University of California, Los Angeles, Reference & Instructional Services Department, Young Research Library A4510, PO Box 951575, Los Angeles, CA 90095-1575
15. University of California, San Diego, Government Documents Unit, 9500 Gilman Drive 0175P, La Jolla, CA 92093-0175
16. University of California, Santa Barbara, Library, Serials Receiving, Santa Barbara, CA 93106-9010